

Right-of-Way Permits

What is the “Right-of-Way”?

Right-of-way is City property designated for use by the general public. This property is typically used for roads, sidewalks, bike lanes, alleys and utilities. The actual right-of-way is often wider than the paved or improved portion of the roadway.

When is a Right-of-Way Permit Required?

A permit is required for all construction within the public right-of-way. Additionally, permits are required to locate structures in the right-of-way or to use the right-of-way for special events or activities. Generally, permits are required for the following if located in the right-of-way:

- Construction or utility work.
- Placement of fences, retaining walls, terracing and similar structures.
- Special and unique structures such as banners.
- Any obstruction of the right-of-way.
- Planting, pruning or the removal of trees.
- Special events or other use of the right-of-way.

Applications for permits must be submitted 10 working days or more prior to the start of work. Once approved, right-of-way permits are valid for 120 days from the date of issuance.

What Information Should be Submitted With an Application?

Please refer to the City’s permit checklist titled *Right-of-Way Permits* for specific submittal information. The checklist is available on our website or at the permit services center.

What is the Process for Obtaining Approval?

Upon receipt of a complete application submittal, the City will review the plans and specifications for conformance with the appropriate rules and regulations. It is recommended that plans for right-of-way improvements be submitted for review in conjunction with other City applications for construction or land use permits. This will provide for a concurrent review of the proposed development activities.

During the review it may be determined that certain conditions should be imposed to protect public health, safety and welfare to mitigate the impacts resulting from the right-of-way use or to address potential conflicts with future improvements in the area. These conditions will be noted on the approved plans and/or the permit granted by the City.

Will Inspections be Required?

All work within the City right-of-way is required to conform to the adopted standards and approved plans. To verify the work is being completed as approved, inspections are required. To request inspections, please note that:

- The City has a 24-hour right-of-way inspection request fax line (206) 801-2785.
- Inspections must be faxed 24 hours in advance of the desired inspection time.

What Fees Can I Anticipate?

Review and Inspection fees are based on the current hourly rate established by the City. Please contact us for a current schedule of fees. Generally, the fees for simple projects are charged between one and two hours, this includes review, one inspection, and a final inspection. Projects of a significant scope may require additional review and inspection fees.